

Palmer Florida Homecoming March 14-16, 2025

STANDARD BOOTH

Exhibitor Information:

Company Name _____			Billing Address _____	City _____	State/Province _____
Company Contact _____	Phone _____	Fax _____	Zip/Postal Code _____	Country _____	
Address _____	City _____	State/Province _____	E-mail Address _____		
Zip/Postal Code _____	Country _____		Website _____		
Brief Description of Services: _____					

Exhibitor Staff Information: (Names must be submitted by December 15, 2024)

Name Badge 1 _____	Name Badge 2 _____
Name Badge 3 (Additional \$50) _____	Name Badge 4 (Additional \$50) _____

Requests for reasonable accommodations for individuals with documented disabilities must be submitted no later than 30 days before event. Please call toll free 800-452-5032 to make arrangements.

Booth Information:

Preferred booth number(s):	_____ 1st Choice	_____ 2nd Choice
Standard booth space(s) (8 x 10) \$600:	\$ _____	
Additional name badges \$50 per person:	\$ _____	
Promotional insert in registration bags \$250: (Information for promotional insert must be sent by or before December 15th)	\$ _____	
	\$ _____	
Electricity \$50/outlet:		
	Grand Total:	\$ _____

Equipment Needs:

Booths are 10' Wide x 8' Deep. Please indicate number of tables and chairs in the section below.

<input type="checkbox"/> 6-foot table	Qty: _____
<input type="checkbox"/> Chairs	Qty: _____
<input type="checkbox"/> Other	Please Specify: _____

For additional needs contact Special Events Services at 386-760-6111. Orders must be placed by Friday January 12, 2024.

The below signature verifies that I have read and agree to the Expo policies.

Signature _____	Date _____
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CONTRACT NOT VALID WITHOUT A SIGNATURE.

Payment Information:

Please call (563) 884-5194 to pay with a credit or debit card.

Please make checks payable to Palmer College. Payment in full is expected at the time of registration.

Refunds:

All cancellations must be submitted in writing and refunds will be made as follows:

- 90% of the fee will be refunded if cancellation is received at least 90 days prior to the first day of the Expo.
- 75% of the fee will be refunded if cancellation is received at least 30 days prior to the first day of the Expo.

No refund will be given if cancellation is made less than 30 days prior to the first day of the Expo.

Exhibitors who are sponsors will receive the appropriate refund for booth cancellations but sponsorships are non-refundable.

Mail Form To:

Continuing Education Department
1000 Brady Street
Davenport, IA 52803
Fax: 563-884-5103

Palmer College of Chiropractic Expo Policies

- **Exhibitors are not allowed to provide chiropractic adjustments to any attendees or guests.**
- Booths are assigned on a first-come, first-served basis and will be made in the order that applications with full payment are received under the discretion of the Expo coordinator.
- Information about your company and the products/services that it offers must be mailed in with your registration and payment.
- Exhibitor may not assign its rights or duties to any other person and may not sublease its exhibit space without the written consent of the Expo coordinator.
- Any booth not set up on the scheduled move-in day will not be granted a refund and will not be allowed to exhibit. For security reasons, all exhibitors must check in with the Expo coordinator when moving in. Exceptions will be made at the discretion of the Expo coordinator.
- Exhibitor is responsible for storage of all empty shipping crates and containers, and exhibitor is responsible for having materials packed, identified and cleared for shipment by the posted time.
- Booths must be staffed throughout the entire Expo.
- Booths must be dismantled and cleared from the Expo by the designated move-out time. Exhibitors will not be allowed to dismantle booths until the Expo has closed to the public.
- Attire in the Expo is business or business casual only. Anyone dressed inappropriately will be asked to leave immediately.
- Exhibitor conduct must be professional and ethical.
- The Expo hours may be changed at the discretion of the Expo coordinator. Exhibitors will be notified of these changes.
- There is to be no solicitation of any kind outside of the Expo or outside of your designated booth space. Display material is allowed within your booth space only and should not interfere or obstruct the view of other booths.
- The floor plan is based on approximate dimensions and is not warranted to be accurate. The Expo coordinator has the right to modify the floor plan at any time.
- The Expo coordinator may require a change in a booth if, in the Expo coordinator's opinion, the booth is substandard or interferes with another exhibitor's display. This includes noise reduction or elimination.
- Distributing materials from non-exhibiting companies is prohibited unless you have written permission from the Expo coordinator.
- Security guards may be provided at the Expo, but the sole responsibility lies with exhibitor regarding materials in your booth. Palmer College and Palmer Homecoming are not responsible for lost, stolen or damaged merchandise or displays.
- Exhibitors are responsible for permits, licenses, taxes or duties that may be needed or owed to attend and participate in the Expo.
- Palmer College and Palmer Homecoming are not liable for lost profits or revenues.
- Anyone not adhering to the Expo policies and standards will be asked to leave. No refunds will be given to these exhibitors.
- Exhibitor agrees to indemnify and hold harmless Palmer College and Palmer Homecoming from any and all liability for any damage to person(s) or property caused by or resulting from the operations and actions performed at the exhibit space during the event.

The below signature verifies that I have read and agree to these policies.

Company Name

Representative Signature